Testing Center Operations for Full and Part Time Faculty

Make-up Exams

- Submitting Exams

    - Option 1 – Online through Canvas and the RegisterBlast Instructor module – (see separate instruction sheet)

    - Option 2 – Through the paper Yellow Administrative Cover Sheet

    - The following rules apply regardless of which option is used to submit exams:

        - A **maximum** of 5 students per section regardless of course type (Lecture In-person, Hybrid, Blended or Online).

        - You may send make-up exams for up to **5 students per section**

        - The test must be open for a minimum of 2 full business days (***Please note:*** *Start and end dates cannot include Saturday, Sunday or any day the college is closed*.)

            - Testing Center Hours

                - Monday – Friday 8:00 am – 5:00 pm

                - Each campus is open until 7:00 pm one night per week:

                    - Monday – Celina and Plano

                    - Tuesday – Frisco

                    - Wednesday – McKinney and Technical

                    - Thursday – Farmersville and Wylie

        - Appointments are highly encouraged for students to take their exams (*walk-in availability is limited and not guaranteed*)

        - Students **MUST** have a valid photo ID in order to test (a Collin ID or valid driver's license, or other such ID is acceptable)

        - The last exam can be issued one hour before closing, no exceptions

- Any tests over the maximum of 5 students will need your Academic/Workforce Associate Dean's approval.

- Full class testing is not to be done in the testing centers. Any exceptions must be discussed with and approved by both your Academic/Workforce Associate Dean and the Director of Testing. Every effort should be made to find a sub or another alternative method to proctor the exam for the full class before discussing with the Director of Testing.

- Students can register for an appointment through Canvas (if you submitted the exam through Canvas) or through RegisterBlast for the Testing Center at the campus your

course is based out of through the Testing Center Website. Appointments cannot be made until the exam has been submitted either through Canvas or the Yellow Administrative Cover Sheet has been dropped off. _Walk-in appointment availability is limited and not guaranteed._

- The same time limit a student would have in class for an exam **MUST** be added to the exam cover sheet or RegisterBlast submission; all exams will be timed. Please be sure students are aware of time constraints.

- We cannot allow for students to be brought to a Testing Center to be given extra time to complete a test at the end of a regular class testing time.

- Professors will need to pick up exams after the scheduled deadline.

- **Additional Materials** (_indicate collection/disposal and other instructions on the Yellow Administrative Cover Sheet or in the RegisterBlast Instructor Module submittal form through your Canvas link_) including use of:
    - Scratch paper
    - Notes and/or notecards
    - Calculators – The Testing Centers have a limited number of calculators. Students should be encouraged to bring their own.

- **Open book tests are highly discouraged due to test security reasons.** Please contact the Director of Testing to discuss exceptions.

- Paper exams will only be administered at the Testing Center location on the campus where the class is hosted. No paper exams will be intercampus mailed between Testing Centers.

- When possible, faculty members should provide the exact number of exam copies to be distributed to students on their list.

ACCESS Testing

- Accommodations must be approved by the ACCESS Office.
- Once approved by ACCESS, students with an extended time and/or less distracted environment accommodation can choose to take their test in the ACCESS Office, or in the Testing Center. _(**NOTE:** all other accommodations will require the student to test in the ACCESS Office. Please follow their instructions in the AIM Portal for such tests.)_
- For students who choose to test in the Testing Center:
    - Fill out a separate Yellow Administrative Cover Sheet for all students who have different time accommodations. (i.e. if you have a student with a time & a half accommodation and one with a double time accommodation, they should go on separate cover sheets).
    - If you submit your exam through Canvas and the RegisterBlast Instructor module, please include information about the student accommodation in the

notes section. A separate test cannot be submitted for access students. Please contact the Testing Center at your campus if you have questions about this process.
- o Be sure the calculated time is included on the administrative cover sheet.
- o These tests can be brought directly to the Testing Center.
- o All other instructions in the "Make-up Exam" section will apply to these exams.
- o Note: Students with accommodations who choose to test in the Testing Center will NOT count toward your five student/course/exam make-up limit.

Dual Credit Student Testing

Collin College Campus Courses

- **Make-up Exams**
  - o Follow the rules in the "Make-up Exams" section of these instructions for such exams.
- **ACCESS Testing**
  - o Follow the rules in the "ACCESS Testing" section of these instructions for such exams.

ISD Campus Courses

- **Make-up Exams**
  - o If possible, arrangements should be made with the ISD to provide the time, staff and facilities for students to make-up their exams on the ISD campus. This is more convenient for the students and lessens time and transportation barriers dual credit student face.
  - o If testing on the ISD campus is not possible, follow the rules in the "Make-up Exams" section of these instructions for such exams.
- **ACCESS Testing**
  - o Arrangements should be made with the ISD to provide the time, staff and facilities for students with accommodations to make-up their exams on the ISD campus.
  - o If testing on the ISD campus is not possible, follow the rules in the "ACCESS Testing" section of these instructions for such exams.

Note: If you have special circumstances beyond what is allowed in these procedures, please discuss your needs with the Testing Center Supervisor at your campus testing center. They will let you know if additional approvals are needed from your Associate Dean or from the Director of Testing to accommodate your needs.